

**INSTRUCTIONS AND CHECKLIST FOR FILING PETITION FOR
WAIVER OF EDUCATIONAL REQUIREMENTS OF THE
RULES GOVERNING ADMISSION TO THE PRACTICE OF LAW IN GEORGIA**

(PART B, SECTION 4)

**THIS COMPLETED CHECKLIST AND \$250 NON-REFUNDABLE FILING FEE,
PAID BY MONEY ORDER OR BANK CASHIER'S CHECK, MADE PAYABLE TO
THE GEORGIA BOARD OF BAR EXAMINERS,
MUST BE SUBMITTED WITH THE PETITION FOR WAIVER**

_____ Pursuant to Part F, Section 5 of the **Rules Governing Admission to the Practice of Law in Georgia**, each petition for waiver of the educational requirements of Part B, Section 4(a) and (b) **must be accompanied by a non-refundable fee of \$250, paid by money order or bank cashier's check made payable to the Georgia Board of Bar Examiners.**

_____ A. Read Part B, Section 4 of the **Rules Governing Admission to the Practice of Law in Georgia**. (www.gabaradmissions.org)

_____ B. Read the Waiver Process and Policy.

_____ C. Read the Guidelines for Dean's Letter.

_____ D. Submit the following in the **ORDER LISTED, CLEARLY IDENTIFYING and SEPARATING EACH HEADING:**

Statement as to Why Education Does Not Meet Standard

_____ 1. A statement as to why the applicant's educational background does not meet the standard (i.e., why no undergraduate degree; why no qualifying J.D. degree, etc.);

Educational Background

_____ 2. A thorough description of the relevant educational history (schools attended, course of study and curriculum with transcripts of educational achievement from those schools, letters of reference, particularly from law faculty, etc.);

Postgraduate Legal Education

- _____ 3. Documentation of any postgraduate legal education (LL.M or S.J.D. degrees);

Membership in Bar of Another State or Country

- _____ 4. Documentation of membership of the bar of another state or another country, if applicable;

Employment History

- _____ 5. Description of employment history, particularly any law-related employment (if a member of the bar in another state or another country, a description of legal practice and any significant achievements in the practice of law);

Dean's Letter

- _____ 6. A "Dean's" letter, which is a statement from a Dean or the Dean's designee on the faculty at an ABA-approved law school analyzing the legal education received and stating whether or not it is the equivalent of an ABA-approved legal education (Guidelines for Dean's letter is on our web site). The Guidelines for Dean's Letter provide direction on the purpose and scope of the Dean's Letter. The Dean or Dean's designee who authors the Dean's letter should be thoroughly familiar with the Waiver Process and Policy and the Guidelines for Dean's Letter before writing and submitting the letter.

Career Goals

- _____ 7. A statement as to career goals and whether or not the applicant has obtained law-related employment in Georgia; and

Statement on Good Cause by Clear and Convincing Evidence

- _____ 8. A narrative statement as to why the applicant believes that good cause by clear and convincing evidence has been established and any other documentation, material or information that the applicant feels is relevant to the establishment of good cause.

NOTE:

If a petition for waiver of the education eligibility requirement(s) does not contain the documentation specified above, or does not provide clear and convincing evidence as to why such information should not be required of the applicant, the Director of Admissions shall advise the applicant in writing that:

- (i) The information has not been properly submitted; and
- (ii) The petition for waiver will not be acted upon until such information has been provided or the applicant provides clear and convincing evidence as to why it need not be provided in support of the applicant's petition.

Name

Date